Request for Quotations (RFQ)

Product/service required: Supply and Delivery of the Forklift/Reach Truck

Detailed Description:

The US Embassy Windhoek is soliciting bids/proposals/quotes for the supply and delivery of the forklift as per the attached specifications.

1. Quotation procedure:
   All quotes must be submitted by sealed bid/envelope or via email to:
   Contracting Officer:
   Mr. Nathaniel R. Savio
   SavioNR@state.gov
   US Embassy Windhoek, 14 Lossen Street, Ausspannplatz, Windhoek

   CC: Procurement Supervisor:
   Ms. Hilya Shikongo
   shikongoh@state.gov
   US Embassy Windhoek, 14 Lossen Street, Ausspannplatz, Windhoek

2. Due date: On or before November 19, 2019, 17h00 pm Namibian time. Late bids/quotes will not be considered.

3. Site Visit: There will be no site visit.

4. Technical Enquiries:
   Please contact Ms. Hilya Shikongo at shikongoh@state.gov 061-295 8507 if you need additional information.

5. Contract vehicle: Open Market

6. Set-aside restrictions? There are no set-aside restrictions for this procurement.

7. Meet or Exceed? Offers must meet or exceed requested specifications as described herein.

8. Award Type: US Government Purchase Order.


10. Offer validity: 30 days
**Applicable FAR clauses:** The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at [https://www.acquisition.gov/browse/index/far](https://www.acquisition.gov/browse/index/far)

**Contracting Authority:** This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.

**Delivery and Work Completion:** Upon receipt of Purchase Order.
The US Embassy is inviting competitive proposals for a forklift/reach truck. Detailed requirements are outlined in the table below. These specifications must be met in order to qualify for consideration.

Name of bidder: _____________________________________________________

Forklift Model and Make: ______________________________________________

Please add unit specifications and comments as appropriate. The truck brochures and related information should be included with the quote.

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum specification</th>
<th>Compliant</th>
<th>Unit Specification</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Overall length, including forks</td>
<td>Max 2600 mm</td>
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<tr>
<td>Capacity</td>
<td>Min 1000 kg to the desired lifting height of 4500mm</td>
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<td>Lifting height</td>
<td>Min 4500mm</td>
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<td>Lowered mast height</td>
<td>Max 2700mm</td>
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<tr>
<td>Engine Type</td>
<td>Battery powered</td>
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<tr>
<td>Pallets</td>
<td>Must be able to lift pallets 1360 x 1000 x 135mm off the ground. Forks must enter on the 1360mm side</td>
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<tr>
<td>Feature</td>
<td>Fitted (Yes/No)</td>
<td>Comments</td>
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<tr>
<td>Rearview mirrors</td>
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<tr>
<td>Headlights</td>
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<tr>
<td>Reverse buzzer</td>
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<td>Warning or strobe light</td>
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<tr>
<td>Fork sideshift must be</td>
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<td>possible</td>
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</table>

Delivery time: ___________________________________________________________

Service/parts availability: _______________________________________________

Net Price: _______________________________________________________________

VAT: ________________________________________________________________

Total Price: ____________________________________________________________